

## **Rule 4 - Application for Examinations**

### **4.10 Filling Positions**

The Chief Examiner, upon being notified of the vacancy in an established position or of the establishment of a new position, shall certify no eligibles to such position unless or until an appropriate eligibility list is established therefore.

### **4.20 Announcement of Examination**

Whenever there is need for a current and adequate list of eligible candidates for position or promotion, the Chief Examiner shall make an announcement thereof and give public notice inviting qualified persons to apply for admission to the examination scheduled to select the most competent persons for employment in the classified service.

Public notice of the examination shall specify the title and salary range of the position, a brief outline of the requirements of the position and the final date upon which applications therefor will be received.

Persons desiring to compete for positions in the competitive examination shall file applications with the Chief Examiner on forms supplied by the City.

A non-refundable reasonable application fee may be charged to each entry level applicant for Fire and Police at the time the application is submitted.

### **4.21 Continuous Testing**

Advertising will be ongoing for continuous testing processes.

### **4.30 Lateral Entry Requirements - Fire Fighter**

1. The applicant shall have an aggregate of no less than two (2) years of full-time experience with an agency or organization providing emergency medical and fire protection services and meet all other minimum requirements as specified by the City. As a minimum, candidates shall be required to successfully pass a job related performance aptitude test, physical agility test, and oral interview.

In addition to the above, prior to confirming the conditional job offer, the candidate shall successfully complete a medical examination, psychological examination, and reference/background check.

amended 7/11/01

Applicants not currently employed who have attended a training academy which meets Firefighter I recommendations, as evaluated by the Training Department officer, may be hired within one year of graduation as long as all minimum requirements as specified by the City are met.

2. Upon written application of the appointing authority, the Commission may by temporary order waive the requirements of Section 4.30 1. Applicants with experience in emergency and/or fire services as specified by the Commission in its temporary order shall meet such standards (including testing) approved by the Commission. Eligibles under this process shall be placed on a temporary lateral entry eligibility list. Eligibles on such an eligibility list shall be certified to the appointing authority, with any entry level eligibility list that may be current and available.

amended 5/18/05

#### **4.40 Lateral Entry Requirements - Police Officer**

The applicant meets the educational standard of a minimum of two years of college credits at an accredited institution (60 semester hours or 90 quarter hours). The applicant shall have the necessary experience and training that would allow certification with the Washington State Training Commission. The applicant must have been employed as a full-time sworn officer within the last year for a period of at least two years. Testing to include: oral interview, polygraph, psychological, medical exam and background investigation.

#### **4.50 Equal Employment Opportunity/Fair Employment Practices**

Examinations devised by the Chief Examiner shall avoid discriminatory qualifications for employment in the classified service based on race, color, national origin, religion, sex, marital status, age and physical characteristics or ability, except such as may be required upon demonstrable job-related factors. Examinations of applicant aptitude in training programs shall be evaluated on the basis of individual abilities and performance and not upon the basis of extraneous factors, such as race, religion, sex or age.

#### **4.60 Fire Department Capacity Assessment**

Where funding permits, departments may utilize a cadet program for the purpose of career exploration. This program will not substitute for or circumvent the normal civil service hiring process. The company officer/immediate supervisor will assign the cadet to duties commensurate with their ability level, as determined by the company officer/supervisor. A cadet's activities, during all emergency operations, shall be limited to an observer role. This program shall not be used to displace regular, full-time positions or supplement staffing levels. Applicants must be able to speak, read and write the English language, be a U.S.

citizen, be of suitable age, good health, good moral character and temperament and industrious habits.

#### **4.70 Rejection of Application**

The Chief Examiner may refuse to accept an application or, after acceptance, may reject an application, or after examination, may disqualify a successful candidate or remove the name of a successful candidate from the eligibility list or refuse to certify the name of a successful candidate whenever the applicant or eligible candidate is **(a)** found to lack any of the minimum prerequisites established for the class or position, or **(b)** is addicted to the use of intoxicating liquors to excess, or drugs, subject to the City's obligation of reasonable accommodation under the Americans with Disabilities Act (the ADA); or **(c)** has been guilty of infamous or notoriously disgraceful conduct, or **(d)** has practiced deception or fraud in securing eligibility, or **(e)** has otherwise violated the provisions of law or these Rules. An applicant who has been rejected on the basis of either (a), (b), (c), (d) or (e) must show sufficient cause to the City before any subsequent applications, for any positions, will be considered. The applicant will be given prompt written notice of the cause for rejection and the commission shall be so notified.

#### **4.80 Reapplication**

No applicant who has failed an examination, or parts of an examination, consisting of a written test, simulated exercise, oral interview or non-physical testing component(s) may reapply within six (6) months from the date on which the examination was given.

An applicant who has failed a physical testing component consisting of evaluations of strength, endurance, flexibility, agility or similar exercises wherein motor function(s) are assessed may be eligible for re-testing, if such testing is provided for by the Chief Examiner. The Chief Examiner will notify those affected applicant(s) of the date to re-test that will usually commence within thirty (30) days.

An applicant who has failed a background investigation may reapply within 36 months from the date of the background investigation.

#### **4.90 Withdrawal of Application**

Any applicant may withdraw his/her application at any time without prejudice against reapplication provided such withdrawal is made prior to any qualifying examination being administered to or participated in by the applicant. Failure to take or participate in qualifying examinations at the times the same are scheduled shall be deemed to constitute withdrawal of the application unless excused by the Chief Examiner.